



Office of the City Clerk

Weekly Report – for Week Ending December 19, 2014

OFFICE OF THE CITY CLERK – PROJECTS and STATUS

City Primary/General 2015 Elections:

Poll Worker and Polling Place Recruitment – Staff has recruited 1,450 polling places out of a total of 1,593. To date, 1,605 poll workers have been recruited which is 25.2 percent of the overall recruitment goal.

High school students continue to be recruited for the STAR Student Poll Worker program. As of this week, staff has collected 2,374 applications obtaining 89.65 percent of their goal, and has conducted 144 presentations achieving 118.03 percent of their goal.

Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	20/5
Number of Notices/Publications	13
Number of Contracts Attested	116
Number of Council Files Created	106
Number of Claims Received	138
Number of Referrals	56
Number of Council Meetings	5
Number of Committee Meetings	6

Neighborhood and Business Improvement Districts:

The Sherman Oaks Business Improvement District Ordinance of Intention was adopted by Council on December 16, 2014, along with the 2015 Annual Planning Reports for Century City, Larchmont Village, Tarzana Safari Walk and Westwood Business Improvement Districts.

Staff attended the Livability meeting with the CAO and other Department heads, provided a status of the proposed Central Avenue Business Improvement District to Councilmember Price, and met with a legal scholar from Japan relative to our BID program and its challenges related to the Brown Act, legislation and Arts District case.

2015 Annual Planning Reports: 22 of 29 reports were received.

Fiscal – Staff processed payments and transferred funds for several Council trust funds; commenced assembly of documents for a large public records request for Council; completed a warehouse inventory survey and submitted it to the Controller; and participated in several conference calls with EMD and GSD regarding City employee impact of the Da Vinci complex fire.

AB1290/Council – Staff received one (1) new allocation request; executed one (1) contract, has six (6) contracts and amendments in process, closed out four (4) contracts, and has eight (8) close outs in progress.

General City Purposes – Staff received eight (8) GCP allocation requests, processed 25 invoices for payment, drafted one (1) contract, and assembled documentation for a GCP public records request from 2011-14.

Personnel – Staff conducted new employee orientations for City Clerk Election staff and continued ongoing discussions with the CAO and Personnel Department regarding emergency appointments and unfreeze requests for various positions.

TOP ITEMS

- **City Council is in Recess and Will Resume on January 7th**
- **1,450 Polling Places Recruited**
- **1,605 Poll Workers Recruited**
- **2,374 STAR Student Poll Worker Applications Received**
- **Preparing for Paperless Blue Slip Forms Rollout**



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Paperless Blue Slip Forms Project – An implementation meeting was held to discuss the rollout of the department’s online Blue Slip form. The Blue Slip is a time-off paper request form that is being used by departments throughout the City. As part of the City Clerk’s vision to move to a paperless environment, we will be replacing the use of the paper Blue Slip form with an automated electronic form starting next month.

Open Data Survey – The City Clerk completed the data survey sent from the Mayor’s Office open data team.

Significant Records Research – A professor from Sonoma State University is researching Spanish language education during the 19th century. Inquiries were also received regarding Spanish land grants during the 19th century and regarding the early police chiefs in Los Angeles.

ISSUES

None to report.

UPCOMING . . .

Write-In Candidate Filing - Staff is preparing for write-in candidate filing activities. Write-In filing will begin on January 5, 2015 and end on February 17, 2015 at 5:00 p.m.

Paperless Blue Slip Implementation - Replacement of the department’s use of the paper Blue Slip form with an automated electronic form will begin in January 2015.

Council Winter Recess - Council recess began December 17th and Council will resume on Wednesday, January 7, 2015.